Managing User Access

- When a Site is created by default it inherits permissions from the parent site (site above)
- Permissions for a site need to break inheritance in order to add additional permissions to the site
- Users can be added to the site in two ways
  - Individual Users
  - Groups (Groups must be created by the Portal Administrator)

Managing User Access

- When modifying / adding users on a site
  - Add them to an existing group
  - Add them as an individual and assign permissions
  - Change groups or permissions

Full Control - Has full control.

Design - Can view, add, update, delete, approve, and customize.

Manage Hierarchy - Can create sites and edit pages, list items, and documents.

Approve - Can edit and approve pages, list items, and documents.

Contribute - Can view, add, update, and delete.

Read - Can view only.

Restricted Read - Can view pages and documents, but cannot view historical versions or review user rights information.

View Only - Members of this group can view pages, list items, and documents. If the document has a server-side file handler available, they can only view the document using the server-side file handler.

MCFullControl - MC version of Full Control minus adding personal webparts

MCDesign - MC version of Design - Can view, add, update, delete, approve, and customize.

MCManage Hierarchy - MC Version of Mange Hierarchy Can create sites and edit pages, list items, and documents.

MCApprove - MC version of Approve -Can edit and approve pages, list items, and documents.

MCContribute - MC Version of Contribute - Can view, add, update, and delete.

Managing User Access

Click *Site Actions > Site Settings > People And Groups*

Managing User Access

Add *Users* – Look up in directory if unsure – similar to Outlook address book

Give *Permission* – Add user to an existing SharePoint Group giving the permissions the group has or give users permission directly by checking the level of permission

Send *E-mail* – Uncheck Send welcome e-mail if you don't want the user to receive a notification that they have been added to the site. Welcome message can be customized if you send e-mail

Click *OK*

Use this page to give new permissions.

Add Users
You can enter user names, group names, or e-mail addresses. Separate them with semicolons.

Add all authenticated users

Users/Groups:

Give Permission
Choose the permissions you want these users to have. You can add users to a SharePoint group (which is already assigned to a permission level), or you can add users individually and assign them to a specific permission level.

SharePoint groups are recommended as they allow for ease of permission management across multiple sites.

Give Permission
○ Add users to a SharePoint group
  Content Provider [Contribute, Limited Access]

  View permissions this group has on sites, lists, and items...
○ Give users permission directly

☐ Full Control - Has full control.

☐ Design - Can view, add, update, delete, approve, and customize.

☐ Manage Hierarchy - Can create sites and edit pages, list items, and documents.

☐ Approve - Can edit and approve pages, list items, and documents.

☐ Contribute - Can view, add, update, and delete.

☐ Read - Can view only.

☐ Restricted Read - Can view pages and documents, but cannot view historical versions or review user rights information.

☐ View Only - Members of this group can view pages, list items, and documents. If the document has a server-side file handler available, they can only view the document using the server-side file handler.

☐ MCFullControl - MC version of Full Control minus adding personal webparts

☐ MCDesign - MC version of Design - Can view, add, update, approve, and customize.

☐ MCManage Hierarchy - MC Version of Mange Hierarchy Can create sites and edit pages, list items, and documents.

☐ MCApprove - MC version of Approve - Can edit and approve pages, list items, and documents.

☐ MCContribute - MC Version of Contribute - Can view, add, update, and delete.

Send E-Mail
Use this option to send e-mail to your new users. You can personalize the message that is sent.

Links and information about the site will be added below your personal message.

☑ Send welcome e-mail to the new users
Subject:
Welcome to the SharePoint group: Content Provider for site: Marin

Personal Message:

OK   Cancel